

## Miller, Katherine (DAT)

---

**From:** Jeff Tsai  
**Sent:** Tuesday, December 24, 2013 3:03 PM  
**To:** katherine.miller@sfgov.org  
**Cc:** Sharon Owsley; Janine Shimomura  
**Subject:** Back on Track

Katy, hope this finds you well. I don't believe we've met, but I look forward to the opportunity – I oversee criminal law policy for the AG and I'm overseeing the process of standing up the AG's new Division of Recidivism Reduction and Re-Entry. In January, I was hoping you and I might have a chance to get together to discuss your office's BOT program. I'm eager to get a deep dive on it as the underlying principles that the AG based BOT around are the same that inform our new division.

I'm cc'ing my assistant, Janine, who can help us coordinate a time to talk – hopefully sometime the week of January 6th. Again, thanks and look forward to speaking with you. Best to you this holiday season and please give my regards to the DA.

Jeff

Jeff Tsai  
*Special Assistant Attorney General*  
California Department of Justice  
Office of Attorney General Kamala D. Harris  
455 Golden Gate Ave., Ste. 11000  
San Francisco, CA 94102

415-703-1008 | [jeffrey.tsai@doj.ca.gov](mailto:jeffrey.tsai@doj.ca.gov)

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## Miller, Katherine (DAT)

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**From:** Sunny Suppa  
**Sent:** Monday, December 16, 2013 12:02 PM  
**To:** Maria.McKee@sfgov.org; Liz.Tarchi@sfgov.org  
**Cc:** katherine.miller@sfgov.org; Gregory.Mendez@sfgov.org; Ranon.Ross@sfgov.org; Joanna Hernandez; David Walker; Megan Kenny  
**Subject:** RE: Back on Track report for November 2013  
**Attachments:** November 2013 masterlist.xls; DA-BOT Monthly Report (November 2013).doc

And now with the Master List attached as well. Thank you again for all of your support and guidance.

Best,

Sunny

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**SUNNY SUPPA, GCDF** | Quality Assurance and Contract Manager People Services | (415) 575-4568  
[jssuppa@sfgoodwill.org](mailto:jssuppa@sfgoodwill.org)

---

**From:** Sunny Suppa  
**Sent:** Monday, December 16, 2013 11:54 AM  
**To:** 'Maria.McKee@sfgov.org'; Liz.Tarchi@sfgov.org  
**Cc:** katherine.miller@sfgov.org; Gregory.Mendez@sfgov.org; Ranon.Ross@sfgov.org; Joanna Hernandez; David Walker; Megan Kenny  
**Subject:** Back on Track report for November 2013

Hi all,

Happy Monday. Attached please find the Back on Track report for November 2013. Please don't hesitate to let me know if you have any questions, thanks.

Have a wonderful week.

Best regards,

Sunny

---

**SUNNY SUPPA, GCDF** | Quality Assurance and Contract Manager People Services | (415) 575-4568  
[jssuppa@sfgoodwill.org](mailto:jssuppa@sfgoodwill.org)

## Miller, Katherine (DAT)

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**From:** Sunny Suppa  
**Sent:** Monday, December 16, 2013 11:49 AM  
**To:** Maria.McKee@sfgov.org; Liz.Tarchi@sfgov.org  
**Cc:** katherine.miller@sfgov.org; Gregory.Mendez@sfgov.org; Ranon.Ross@sfgov.org; Joanna Hernandez; David Walker; Megan Kenny  
**Subject:** Back on Track report for November 2013  
**Attachments:** DA-BOT Monthly Report (November 2013).doc

Hi all,

Happy Monday. Attached please find the Back on Track report for November 2013. Please don't hesitate to let me know if you have any questions, thanks.

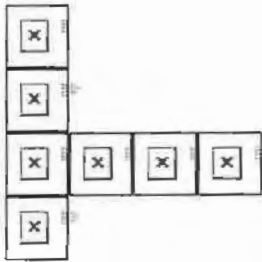
Have a wonderful week.

Best regards,

Sunny

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|ssuppa@sfgoodwill.org



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## Miller, Katherine (DAT)

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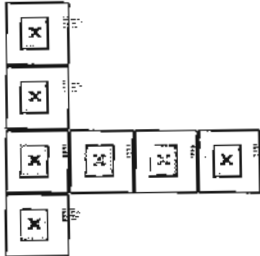
**From:** Joanna Hernandez  
**Sent:** Wednesday, November 27, 2013 3:21 PM  
**To:** Gregory Mendez; Ranon.Ross@sfgov.org; Liz.Tarchi@sfgov.org; Max.Szabo@sfgov.org; katherine.miller@sfgov.org; Maria.McKee@sfgov.org; Luis.Aroche@sfgov.org; George.Gascon@sfgov.org; robyn.burke@sfgov.org; Sharon.Woo@sfgov.org; christine.sotodeberry@sfgov.org  
**Subject:** [REDACTED] experience in BOT/enjoy  
**Attachments:** [REDACTED] BOT grad 2013.pdf

Hello everyone,

Hello everyone;

I wanted to share this amazing essay from [REDACTED] a Back on Track participant, who is graduating on Monday morning. Reading essays about participants experience in BOT is why I love working with this program and why I truly believe in second chances. I hope you all enjoy this amazing story about a young man and his journey in the Back on Track program.

Have a wonderful Thanksgiving everyone,  
Joanna Hernandez  
Reentry Manager



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## Miller, Katherine (DAT)

---

**From:** Sunny Suppa  
**Sent:** Friday, November 15, 2013 4:46 PM  
**To:** Liz.Tarchi@sfgov.org; Maria.McKee@sfgov.org  
**Cc:** David Walker; Joanna Hernandez; Megan Kenny; katherine.miller@sfgov.org; Ranon.Ross@sfgov.org; Gregory.Mendez@sfgov.org  
**Subject:** Back on Track report\_October 2013  
**Attachments:** DA-BOT Monthly Report (October2013).doc

Hi all,

Happy Friday! Attached please find the Back on Track report for October 2013. Many thanks to the BOT team for their help in completing this report.

Also I'm very excited to announce that Megan Kenny is back!

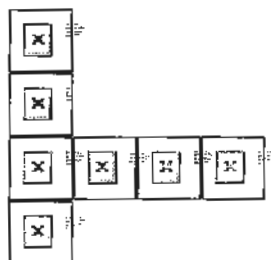
Please don't hesitate to let me know if you have any questions, thanks. Have a wonderful weekend all.

Best regards,

Sunny

---

**SUNNY SUPPA, GCDF** | Quality Assurance and Contract Manager People Services | **(415) 575-4568**  
|ssuppa@sfgoodwill.org



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## Miller, Katherine (DAT)

---

**From:** Liz Tarchi  
**Sent:** Tuesday, November 05, 2013 12:26 PM  
**To:** Maria McKee; Katherine Miller  
**Cc:** Ranon Ross  
**Subject:** Re: BOT operational Flow chart  
**Attachments:** SFCC\_SanctionsIncentives\_Nov2011.pdf; SFCollabCourt\_Standards\_final\_forweb\_0.pdf

Maria: Thank you for your email. I have asked Ranon to work with Joanna on these drafts, and I believe Joanna simply sent out this mass email as a reminder, not a request that everyone participate in the process. With that said, it would certainly be helpful, particularly with your expertise in policy and background with the Collaborative Courts, to review the draft after Ranon has formulated it, so that it is consistent with our DA's vision as well as consistent with similar sanctions and incentives in our other courts.


I will make sure Ranon gives you and I a copy of the draft for review and discussion internally.

Liz

Elizabeth Aguilar Tarchi  
Assistant District Attorney  
Office of the San Francisco District Attorney  
Hall Of Justice  
850 Bryant Street  
San Francisco, CA 94103  
Tel: (415)553-1087  
FAX: (415) 575-8815

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 Maria McKee---11/05/2013 11:53:17 AM---Hi Joanna, Thank you for getting this ball rolling. Katy and I discussed this after

From: Maria McKee/DA/SFGOV  
To: Joanna Hernandez <JHernandez@sfgoodwill.org>  
Cc: David Walker <dwalker@sfgoodwill.org>, Gregory Mendez <Gregory.Mendez@sfgov.org>, Joshua Lachs <jlachs@sfgoodwill.org>, "Jeff Taylor (jtaylor@fsasf.org)" <jtaylor@fsasf.org>, "katherine.miller@sfgov.org" <katherinc.miller@sfgov.org>, "Liz.Tarchi@sfgov.org" <Liz.Tarchi@sfgov.org>, "Luis.Aroche@sfgov.org" <Luis.Aroche@sfgov.org>, "Max.Szabo@sfgov.org" <Max.Szabo@sfgov.org>, "Ranon.Ross@sfgov.org" <Ranon.Ross@sfgov.org>  
Date: 11/05/2013 11:53 AM  
Subject: Re: BOT operational Flow chart

---

Hi Joanna,

Thank you for getting this ball rolling. Katy and I discussed this after our previous manager's meeting, and we don't need to be a part of the hands on development of these materials/policies/procedures. If you would like to use a managers' meeting for this purpose, perhaps, Katy and I can join for relevant agenda items before or after this process. We would be interested in reviewing the final drafts.

Here are some materials from my time at the Collaborative Courts that might be useful. Also, Lisa Lightman, Director of Collaborative Courts can direct you to more materials about the effective development and implementation of sanctions & incentives.

(see bottom of page 3)

Thanks,  
Maria

Maria McKee, MPP  
Policy & Grants Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
Fax: (415) 575 8815  
maria.mckee@sfgov.org

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From: Joanna Hernandez <JHernandez@sfgoodwill.org>  
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>, "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>, "Liz.Tarchi@sfgov.org" <Liz.Tarchi@sfgov.org>, "Ranon.Ross@sfgov.org" <Ranon.Ross@sfgov.org>, Gregory Mendez <Gregory.Mendez@sfgov.org>, "Max.Szabo@sfgov.org" <Max.Szabo@sfgov.org>, "Jeff Taylor (jtaylor@fsasf.org)" <jtaylor@fsasf.org>, "Luis.Aroche@sfgov.org" <Luis.Aroche@sfgov.org>  
Cc: David Walker <dwalker@sfgoodwill.org>, Joshua Lachs <jlachs@sfgoodwill.org>  
Date: 11/04/2013 05:49 PM  
Subject: BOT operational Flow chart

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Good evening everyone,

Attached you will find the BOT flow chart and graduated sanction list which needs to be revised. Please advise on the best way to go about this, should I take the lead or should this be done at the next managers meeting as a team? I would like to utilize this as an onboarding tool for our new staff as soon as possible. I look forward to hearing from all of you.

Thank you,  
Joanna Hernandez

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## Miller, Katherine (DAT)

---

**From:** Liz Tarchi  
**Sent:** Monday, November 04, 2013 3:20 PM  
**To:** Simin Shamji  
**Cc:** Gregory Mendez; Ranon Ross  
**Subject:** Re: [REDACTED]

Hello Simin:

I have reviewed the appropriate PC sections governing our Back on Track program. (See P.C. 1000.8, 1000.9 and 1000.10). Under Section 1000.10, the plea/DEJ is not considered a conviction. A DEJ is not a final judgment of guilty and proceedings are considered suspended or pending, while the D is in the program. It is ONLY when a participant fails the BOT program, that he/she would be formally adjudicated as guilty. It is only at this point that his "conviction" is final. Upon successful completion of a deferred entry of judgment program, the arrest upon which the judgment was deferred shall be deemed to have never occurred, under CA. PC section 1000.4(a).

Federal law states that there is no final prior conviction if there was never a formal entry of judgment by the state court nor a sentence of imprisonment or probation. My understanding is the federal definition of "conviction" does NOT include a deferred entry of judgment. See section 1101(a)(48) of the INA, amended in 1996. Under this section, the term "conviction" means, with respect to an alien a formal judgment of guilt of the alien entered by a court where two prongs are met:

- 1) A Judge or Jury has found the alien guilty or the alien has entered a plea of guilty or nolo OR has admitted sufficient facts to warrant a finding of guilt **AND**,
- 2) the judge has ordered some form of punishment, penalty or restraint on the alien's liberty to be imposed.

Based on the two prong requirement of section 1101(a)(48), a DEJ does not meet the federal "conviction" test.

I am not an immigration law expert, but I don't believe you are correct. With that said, our office does not inquire of a potential participant their legal status or whether they are a lawful permanent resident. All clients who have no record and who are eligible must enter a DEJ. We would face potential Murgia motions if we were to offer undocumented or LPRs the possibility of pre-plea, while other participants must enter DEJs.

Thus, all BOT participants must enter a DEJ. I will let my immediate supervisor Ana Gonzalez, know that you raised this issue with me.

Liz

Elizabeth Aguilar Tarchi  
Assistant District Attorney  
Office of the San Francisco District Attorney  
Hall Of Justice  
850 Bryant Street  
San Francisco, CA 94103  
Tel: (415)553-1087  
FAX: (415) 575-8815

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☐ Simin Shamji---11/01/2013 04:10:11 PM---Hi Liz- I'd like to talk to you about a client who self-terminated from Back on Track because of the

From: Simin Shamji/PUBDEF/SFGOV  
To: Liz Tarchi/DA/SFGOV@SFGOV  
Date: 11/01/2013 04:10 PM  
Subject: [REDACTED]

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Hi Liz-

I'd like to talk to you about a client who self-terminated from Back on Track because of the dire consequences of entering a DEJ to an 11352. He is a Legal Permanent Resident, originally from Honduras. As you know, a DEJ is a conviction for federal immigration purposes and an 11352 is an aggravated felony which is a deportable offense. [REDACTED] was doing very well in BOT. We are requesting a waiver of the DEJ. His case was put over to November 18th in Dept. 12. I do not have a new ADA PX schedule and cannot tell you who the DA is.

Please bring the file if you are able so we can discuss this further.

Have a great weekend.

Many thanks,  
Simin

---

Simin Shamji, Deputy Public Defender  
Director, Specialty Courts & Reentry Programs  
Office of the Public Defender  
555 7th Street  
San Francisco, CA 94103

415-553-9316  
415-553-9810 fax

[www.sfpublicdefender.org](http://www.sfpublicdefender.org)

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...

...

**Miller, Katherine (DAT)**

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**From:** Maria McKee  
**Sent:** Tuesday, October 29, 2013 9:52 AM  
**To:** Katherine Miller; Ranon Ross; Liz Tarchi  
**Subject:** Fw: BOT Annual Report  
**Attachments:** FY13 BOT Annual Report\_Final.pdf

FYI

Maria McKee, MPP  
Policy & Grants Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
Fax: (415) 575 8815  
maria.mckee@sfgov.org

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----- Forwarded by Maria McKee/DA/SFGOV on 10/29/2013 09:52 AM -----

From: Sunny Suppa <ssuppa@sfgoodwill.org>  
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>  
Cc: Joanna Hernandez <JHernandez@sfgoodwill.org>, David Walker <dwalker@sfgoodwill.org>, Joshua Lachs <jlachs@sfgoodwill.org>  
Date: 10/24/2013 12:31 PM  
Subject: RE: BOT Annual Report

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Hi Maria,

I hope your day is going great. Please see attached for the FY13 BOT Annual Report and please don't hesitate to let us know if you have any questions.

Please note, due to confidentiality laws, DCSS was unable able to provide us with their participants information and the % of non-custodial parent graduates are current with child support payments or working actively with Department of Child Support Services is based on self-report information. Thanks.

All the best,

Sunny

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**SUNNY SUPPA, GCDF** | Acting Director of People Services Operations | People Services | **(415) 575-4568**  
| [ssuppa@sfgoodwill.org](mailto:ssuppa@sfgoodwill.org) (See attached file: *FY13 BOT Annual Report\_Final.pdf*)

**Miller, Katherine (DAT)**

---

**From:** Sunny Suppa  
**Sent:** Friday, October 25, 2013 2:43 PM  
**To:** Maria.McKee@sfgov.org  
**Cc:** katherine.miller@sfgov.org  
**Subject:** RE: 5 Year BOT Data

Hi Maria,

Happy Friday. Please see below for the report you requested, thanks. If you or Katy have any additional questions, please don't hesitate to let me know.

Have a wonderful weekend and thank you for all of that you do!

**BOT Participants Exit Status as of 6/30/2013**

*\*include participants who enrolled prior to FY13*

	Enrolled prior to FY13	Enrolled in FY13	Total
<b>Successfully Completed</b>	<b>8</b>	<b>0</b>	<b>8</b>
<b>Withdrawn</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Terminated</b>	<b>4</b>	<b>13</b>	<b>17</b>
<i>Terminated - Other</i>	1	2	3
<i>Terminated due to Behavior</i>	2	1	3
<i>Terminated due to Unsuitability</i>	1	10	11
<b>Still Active as of 6/30/2013</b>	<b>1</b>	<b>17</b>	<b>18</b>
<b>Grand Total:</b>			<b>43</b>

Best,

Sunny

---

**SUNNY SUPPA, GCDF** | Acting Director of People Services Operations | People Services | (415) 575-4568  
|ssuppa@sfgoodwill.org

**From:** Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]  
**Sent:** Thursday, October 24, 2013 10:13 AM  
**To:** Sunny Suppa  
**Cc:** katherine.miller@sfgov.org  
**Subject:** RE: 5 Year BOT Data

Thanks, Sunny!

Using your new system, could you tell us how many participants terminated, for any reason, pre and post enrollment in

FY12/13?

Maria

Maria McKee, MPP  
Policy & Grants Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
Fax: (415) 575 8815  
[maria.mckee@sfgov.org](mailto:maria.mckee@sfgov.org)

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From: Sunny Suppa <[ssuppa@sfgoodwill.org](mailto:ssuppa@sfgoodwill.org)>  
To: "Maria.McKee@sfgov.org" <[Maria.McKee@sfgov.org](mailto:Maria.McKee@sfgov.org)>  
Cc: "katherine.miller@sfgov.org" <[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)>  
Date: 10/23/2013 11:01 AM  
Subject: RE: 5 Year BOT Data

---

Hi Maria,

Thank you for reviewing this information and for asking this question. This number does include Pre-DEJ exits; however, it is a mix pool of Pre-DEJ and post-enrollments. "withdrawn" category is typically used as exit reasons that stemmed from self-termination (based on the choice of the participants), terminated is usually used when the staff made the decision to exit the participant, for ex. receiving a new case, or the crime lab incident.

All of this information is based on what's been recorded in our former internal database. We purchased a new system on July 2012 and data is tracked a little bit more clearly now. Please don't hesitate to let me know if you have any additional questions, thanks.

Best,

Sunny

---

**SUNNY SUPPA, GCDF** | Acting Director of People Services Operations | People Services | (415) 575-4568 | [ssuppa@sfgoodwill.org](mailto:ssuppa@sfgoodwill.org)

**From:** Maria.McKee@sfgov.org [<mailto:Maria.McKee@sfgov.org>]  
**Sent:** Tuesday, October 22, 2013 4:15 PM  
**To:** Sunny Suppa  
**Cc:** [katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)  
**Subject:** 5 Year BOT Data

Hi Sunny,

In reviewing this with Katy Miller, our Director of Policy, she had some follow up questions. Could you explain the difference between the "Withdraw" and "Terminated" categories? Does this refer to those who exited the program pre-enrollment (during the suitability probation phase) and post enrollment?

Thanks so much,  
Maria

Maria McKee, MPP  
Policy & Grants Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
Fax: (415) 575 8815  
[maria.mckee@sfgov.org](mailto:maria.mckee@sfgov.org)

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From: Sunny Suppa <[ssuppa@sfgoodwill.org](mailto:ssuppa@sfgoodwill.org)>  
To: "Maria.McKee@sfgov.org" <[Maria.McKee@sfgov.org](mailto:Maria.McKee@sfgov.org)>  
Date: 10/10/2013 03:59 PM  
Subject: RE: Thank you

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Hi Maria,

You're super welcome and thank you again for your time and guidance. I really appreciate it as well.

Please see attached for the beginning of time (5 years) report for BOT. We ran this report in October of 2012 and FY12 data has likely gone through scrubbing since, but the 2005 – 2011 data should be pretty accurate.

Please feel free to revise the report as needed, thanks.

Best,

Sunny

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**SUNNY SUPPA, GCDF** | Acting Director of People Services Operations | People Services | (415) 575-4568 | [ssuppa@sfgoodwill.org](mailto:ssuppa@sfgoodwill.org)

**From:** Maria.McKee@sfgov.org [<mailto:Maria.McKee@sfgov.org>]  
**Sent:** Thursday, October 10, 2013 3:44 PM  
**To:** Sunny Suppa  
**Subject:** Thank you

Hi Sunny,

Thanks again for coming down to meet with me! I really appreciated it.



When you have a chance, it would be great if you could send that 5 year Back on Track report that you mentioned. We are hoping to send some information to LA this week.

Thanks!

Maria

Maria McKee, MPP  
Policy & Grants Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
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**Miller, Katherine (DAT)**

---

**From:** Sunny Suppa  
**Sent:** Wednesday, October 23, 2013 11:00 AM  
**To:** Maria.McKee@sfgov.org  
**Cc:** katherine.miller@sfgov.org  
**Subject:** RE: 5 Year BOT Data

Hi Maria,

Thank you for reviewing this information and for asking this question. This number does include Pre-DEJ exits; however, it is a mix pool of Pre-DEJ and post-enrollments. "withdrawn" category is typically used as exit reasons that stemmed from self-termination (based on the choice of the participants), terminated is usually used when the staff made the decision to exit the participant, for ex. receiving a new case, or the crime lab incident.

All of this information is based on what's been recorded in our former internal database. We purchased a new system on July 2012 and data is tracked a little bit more clearly now. Please don't hesitate to let me know if you have any additional questions, thanks.

Best,

Sunny

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|ssuppa@sfgoodwill.org

**From:** Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]  
**Sent:** Tuesday, October 22, 2013 4:15 PM  
**To:** Sunny Suppa  
**Cc:** katherine.miller@sfgov.org  
**Subject:** 5 Year BOT Data

Hi Sunny,

In reviewing this with Katy Miller, our Director of Policy, she had some follow up questions. Could you explain the difference between the "Withdraw" and "Terminated" categories? Does this refer to those who exited the program pre-enrollment (during the suitability probation phase) and post enrollment?

Thanks so much,  
Maria

Maria McKee, MPP  
Policy & Grants Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
Fax: (415) 575 8815

[maria.mckee@sfgov.org](mailto:maria.mckee@sfgov.org)

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From: Sunny Suppa <[ssuppa@sfgoodwill.org](mailto:ssuppa@sfgoodwill.org)>  
To: "Maria.McKee@sfgov.org" <[Maria.McKee@sfgov.org](mailto:Maria.McKee@sfgov.org)>  
Date: 10/10/2013 03:59 PM  
Subject: RE: Thank you

---

Hi Maria,

You're super welcome and thank you again for your time and guidance. I really appreciate it as well.

Please see attached for the beginning of time (5 years) report for BOT. We ran this report in October of 2012 and FY12 data has likely gone through scrubbing since, but the 2005 – 2011 data should be pretty accurate.

Please feel free to revise the report as needed, thanks.

Best,

Sunny

---

**SUNNY SUPPA, GCDF** | Acting Director of People Services Operations | People Services | (415) 575-4568 | [ssuppa@sfgoodwill.org](mailto:ssuppa@sfgoodwill.org)

**From:** Maria.McKee@sfgov.org [<mailto:Maria.McKee@sfgov.org>]  
**Sent:** Thursday, October 10, 2013 3:44 PM  
**To:** Sunny Suppa  
**Subject:** Thank you

Hi Sunny,

Thanks again for coming down to meet with me! I really appreciated it.

When you have a chance, it would be great if you could send that 5 year Back on Track report that you mentioned. We are hoping to send some information to LA this week.

Thanks!  
Maria

Maria McKee, MPP  
Policy & Grants Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
Fax: (415) 575 8815

[maria.mckee@sfgov.org](mailto:maria.mckee@sfgov.org)

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**Miller, Katherine (DAT)**

---

**From:** Ranon Ross  
**Sent:** Monday, October 21, 2013 4:26 PM  
**To:** Sunny Suppa  
**Cc:** Joanna Hernandez  
**Subject:** Back on Track Data Request

Hello, Sunny

We are in the process of doing a recidivism study for back on track graduates since the program started. Can you send me a lists of all graduates with their SF #'s or case numbers? I would normally have this information, but since I have been out a year I no longer have access to this information in our office. Thank you for your attention to this matter.

Office of District Attorney, George Gascón  
Ranon E. Ross, Sr.,  
850 Bryant Street, Rm 310  
San Francisco, Ca. 94103  
Email: [ranon.ross@sfgov.org](mailto:ranon.ross@sfgov.org)  
415-553-1754- Office  
415-553-9665- Direct  
415-553-9700-Fax  
415-756-1751- Cell

**Miller, Katherine (DAT)**

---

**From:** Katherine Miller  
**Sent:** Monday, October 21, 2013 4:04 PM  
**To:** Ranon Ross; Maria McKee  
**Subject:** Previous BOT recidivism data  
**Attachments:** DataForKDHEMemo120209.xls

Hi guys,

Here is the way that I tracked data & measured recidivism back in 2009 for BOT.

*(See attached file: DataForKDHEMemo120209.xls)*

Katherine Weinstein Miller

Director of Policy & Managing Attorney, Neighborhood Prosecutors/Neighborhood Courts

Office of San Francisco District Attorney George Gascón

850 Bryant Street, Room 322

San Francisco, CA 94103

P: (415) 553-1110

F: (415) 575-8815

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## Miller, Katherine (DAT)

---

**From:** Maria McKee  
**Sent:** Friday, October 18, 2013 1:45 PM  
**To:** Katherine Miller  
**Subject:** Fw: Back on Track report\_September 2013  
**Attachments:** DA-BOT Monthly Report (September2013).doc

Hi Katy,

Sunny has been cleaning up BOT. In July, there were 63 people in grad services. In August, there were 6. In September: 0!

Maria

Maria McKee, MPP  
Policy & Grants Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
Fax: (415) 575 8815  
maria.mckee@sfgov.org

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----- Forwarded by Maria McKee/DA/SFGOV on 10/18/2013 01:45 PM -----

From: Sunny Suppa <ssuppa@sfgoodwill.org>  
To: "Ranon.Ross@sfgov.org" <Ranon.Ross@sfgov.org>, "Gregory.Mendez@sfgov.org" <Gregory.Mendez@sfgov.org>, "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>, "Liz.Tarchi@sfgov.org" <Liz.Tarchi@sfgov.org>, "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>  
Cc: David Walker <dwalker@sfgoodwill.org>, Joanna Hernandez <JHernandez@sfgoodwill.org>, Joshua Lachs <jlachs@sfgoodwill.org>  
Date: 10/17/2013 12:04 PM  
Subject: Back on Track report\_September 2013

---

Hi all,

I hope all is well. Please find attached the Back on Track report for September 2013 reflecting the participants referral pool (Track 1= original BOT eligibility criteria. Track 2=expanded criteria).

Please note, we reconciled the placement data and the report now reflects 12 YTD placements (duplicated) as of the end of September.

Please don't hesitate to let me know if you have any questions about this report. Thank you for all of your help and support as always.

Best regards,

Sunny

---

**SUNNY SUPPA, GCDF** | Acting Director of People Services Operations | People Services | **(415) 575-4568**  
| [ssuppa@sfgoodwill.org](mailto:ssuppa@sfgoodwill.org)

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## Miller, Katherine (DAT)

---

**From:** Sunny Suppa  
**Sent:** Thursday, October 17, 2013 12:04 PM  
**To:** Ranon.Ross@sfgov.org; Gregory.Mendez@sfgov.org; katherine.miller@sfgov.org; Liz.Tarchi@sfgov.org; Maria.McKee@sfgov.org  
**Cc:** David Walker; Joanna Hernandez; Joshua Lachs  
**Subject:** Back on Track report\_September 2013  
**Attachments:** DA-BOT Monthly Report (September2013).doc

Hi all,

I hope all is well. Please find attached the Back on Track report for September 2013 reflecting the participants referral pool (Track 1= original BOT eligibility criteria. Track 2=expanded criteria).

Please note, we reconciled the placement data and the report now reflects 12 YTD placements (duplicated) as of the end of September.

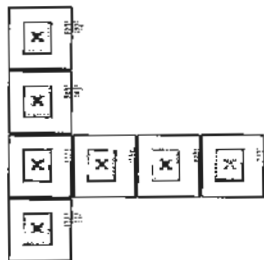
Please don't hesitate to let me know if you have any questions about this report. Thank you for all of your help and support as always.

Best regards,

Sunny

---

**SUNNY SUPPA, GCDF** | Acting Director of People Services Operations | People Services | (415) 575-4568  
|ssuppa@sfgoodwill.org



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## Miller, Katherine (DAT)

---

**From:** Liz Tarchi  
**Sent:** Tuesday, October 15, 2013 4:33 PM  
**To:** Katherine Miller; Maria McKee  
**Cc:** Ranon Ross  
**Subject:** Fw: Immigration Partnership

Katy: Please advise on this. Hopefully policy team and Ranon can assist. will await direction from you. Ranon is out today, but hopefully back tomorrow.

Liz

Elizabeth Aguilar Tarchi  
Assistant District Attorney  
Office of the San Francisco District Attorney  
Hall Of Justice  
850 Bryant Street  
San Francisco, CA 94103  
Tel: (415)553-1087  
FAX: (415) 575-8815

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----- Forwarded by Liz Tarchi/DA/SFGOV on 10/15/2013 04:31 PM -----

From: Joanna Hernandez <JHernandez@sfgoodwill.org>  
To: "Ranon.Ross@sfgov.org" <Ranon.Ross@sfgov.org>, "Liz.Tarchi@sfgov.org" <Liz.Tarchi@sfgov.org>, "Gregory.Mendez@sfgov.org" <Gregory.Mendez@sfgov.org>, "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>, "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>, "Max.Szabo@sfgov.org" <Max.Szabo@sfgov.org>, "Jeff Taylor (jtaylor@fsasf.org)" <jtaylor@fsasf.org>  
Cc: David Walker <dwalker@sfgoodwill.org>  
Date: 10/15/2013 04:18 PM  
Subject: Immigration Partnership

---

Hello team,

Today my team and I attended a Community Meeting on Immigration Fraud with DA Gascon. I met Erin Quinn

from Immigrant Legal Resource Center and was wondering how we can create a partnership with them. Is there a way your office can take the lead with this since Back on Track is currently serving several undocumented participants. I thought it would be easier if you all helped establish the partnership, but I can also always reach out to them. We have recently run into several barriers while trying to support our undocumented participants and this would be a great partnership/ resource for the program.

Please let me know your thoughts.

Here is her contact information:

**Erin Quinn- Staff Attorney**  
**1663 Mission Street**  
**San Francisco CA**  
**415 225-9499 ext 784**

Thanks,

**Joanna Hernandez** | Manager of Criminal Justice and Reentry | Direct: (415) 575-2190

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**Miller, Katherine (DAT)**

---

**From:** Liz Tarchi  
**Sent:** Friday, October 11, 2013 4:04 PM  
**To:** Joanna Hernandez  
**Cc:** katherine.miller@sfgov.org; Maria.McKee@sfgov.org; Max.Szabo@sfgov.org; Robert Barron; Ranon Ross  
**Subject:** Re: FW: [REDACTED] City ID card

Hello Joanna:


I just spoke with Ranon and he can assist in this matter. I am copying him on this email.

Liz

Elizabeth Aguilar Tarchi  
Assistant District Attorney  
Office of the San Francisco District Attorney  
Hall Of Justice  
850 Bryant Street  
San Francisco, CA 94103  
Tel: (415)553-1087  
FAX: (415) 575-8815

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 Joanna Hernandez ---10/11/2013 03:55:32 PM---Hello, I was wondering if you can be of any assistance to us on this matter. Please read below.

From: Joanna Hernandez <JHernandez@sfgoodwill.org>  
To: Robert Barron <rbarron@sfgoodwill.org>, "Liz.Tarchi@sfgov.org" <Liz.Tarchi@sfgov.org>, "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>, "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>, "Max.Szabo@sfgov.org" <Max.Szabo@sfgov.org>  
Date: 10/11/2013 03:55 PM  
Subject: FW: [REDACTED] SF City ID card

---

Hello,

I was wondering if you can be of any assistance to us on this matter. Please read below.

Thanks,

JH

**From:** Robert Barron

**Sent:** Friday, October 11, 2013 2:54 PM

**To:** Joanna Hernandez

**Subject:** [REDACTED] SF City ID card

Hi Joanna,

Today I accompanied [REDACTED] to the SF City ID card office at City Hall for his 3<sup>rd</sup> attempt to obtain the ID. We had his mugshot, Goodwill ID with a valid expiration date, and his letter from the DA's office verifying his residency in the city. I advocated on his behalf and explained his situation but was not issued the ID. The woman in the office informed us that they require a federally recognized government issued ID in order to issue the SF City ID and that they have never been able to use Mug shots and employee ID's to issue them as it is meant for a secondary form of identification. Any further support in getting him some ID from the DA's office would be greatly appreciated.

Thank you,

| Robert Barron | Criminal Justice Specialist | People Services | (415) 575-2110 |

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**Miller, Katherine (DAT)**

---

**From:** Sunny Suppa  
**Sent:** Thursday, September 26, 2013 1:38 PM  
**To:** Maria.McKee@sfgov.org  
**Cc:** katherine.miller@sfgov.org  
**Subject:** RE: Back on Track Spend Down

Hi Maria,

Thanks! I'm doing good and hope this email finds you well also! We have noticed the same unusually high spending rate as well and I brought this to our Director's attention at a meeting right after the billing was requested, we're working with our finance team to put new procedures in place to help us catch things like these earlier (prior to billing).

Thank you for the heads up. It is much appreciated and we will be keeping our attention on this.

Best,

Sunny

---

**SUNNY SUPPA, GCDF** | Acting Director of People Services Operations | People Services | **(415) 575-4568**  
| [ssuppa@sfgoodwill.org](mailto:ssuppa@sfgoodwill.org)

**From:** Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]  
**Sent:** Thursday, September 26, 2013 12:46 PM  
**To:** Sunny Suppa  
**Cc:** katherine.miller@sfgov.org  
**Subject:** Back on Track Spend Down

Hi Sunny,

I hope this finds you well! I am reviewing the August invoice, and I noticed that in just two months, Goodwill has spent down almost half of the total allocated to Client Services & Supplies. I just wanted to draw this to your attention.

Sincerely,  
Maria

Maria McKee, MPP  
Policy & Grants Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
Fax: (415) 575 8815  
[maria.mckee@sfgov.org](mailto:maria.mckee@sfgov.org)

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## Miller, Katherine (DAT)

---

**From:** Sunny Suppa  
**Sent:** Friday, September 13, 2013 4:49 PM  
**To:** Maria.McKee@sfgov.org; Liz.Tarchi@sfgov.org  
**Cc:** Ranon.Ross@sfgov.org; David Walker; Gregory.Mendez@sfgov.org; Joanna Hernandez; Joshua Lachs; katherine.miller@sfgov.org  
**Subject:** Back on Track report\_August 2013  
**Attachments:** DA-BOT Monthly Report (August2013)\_Final.doc; DA-BOT Monthly Report (July2013)\_Final\_Revised.doc

Hi all,  
Happy Friday. Attached please find the Back on Track report for August 2013 and the revised July 2013 Monthly Report reflecting the participants referral pool (Track 1= original BOT eligibility criteria. Track 2=expanded criteria).

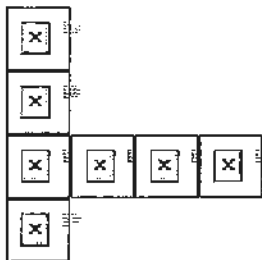
Please don't hesitate to let me know if you have any questions, thanks. Have a wonderful weekend all.

Best regards,

Sunny

---

**SUNNY SUPPA, GCDF** | Acting Director of People Services Operations | People Services | **(415) 575-4568**  
|ssuppa@sfgoodwill.org



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## Miller, Katherine (DAT)

---

**From:** Sunny Suppa  
**Sent:** Monday, September 09, 2013 1:41 PM  
**To:** katherine.miller@sfgov.org  
**Subject:** RE: Time sensitive request for information

Hi Katy,

Sorry, I went out to lunch + off-site meeting and just got your email. The retention rate on this report was calculated by taking the number persons who remained on the job 90 days after their start dates and dividing it by the total number of persons who get the job, so the 100% is reflecting that all of the participants who got jobs held on to their employments for at least 90 days.

Hope that helps. Have a great rest of your day.

Best,

Sunny

---

SUNNY SUPPA, GCDF | Acting Director of People Services Operations | People Services | (415) 575-4568  
|ssuppa@sfgoodwill.org

-----Original Message-----

From: katherine.miller@sfgov.org [mailto:katherine.miller@sfgov.org]  
Sent: Monday, September 09, 2013 11:22 AM  
To: Sunny Suppa  
Subject: RE: Time sensitive request for information

Thanks Sunny!

Just one question: how to you calculate the retention rate?

Thanks again,  
Katy

Katherine Weinstein Miller  
Director of Policy & Managing Attorney, Neighborhood Prosecutors/Neighborhood Courts Office of San Francisco  
District Attorney George Gascón  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 575-8815

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From: Sunny Suppa <ssuppa@sfgoodwill.org>  
To: "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>  
Cc: Joanna Hernandez <JHernandez@sfgoodwill.org>  
Date: 09/09/2013 10:21 AM  
Subject: RE: Time sensitive request for information

Hi Katy,

Happy Monday. Please see attached for the completed SF Workforce Inventory and Metrics report for BOT reflected the BOT participants that were served in FY13. Please don't hesitate to let us know if you need anything else, thanks.

Best,

Sunny

---

SUNNY SUPPA, GCDF | Acting Director of People Services Operations | People Services | (415) 575-4568  
|ssuppa@sfgoodwill.org

-----Original Message-----

From: katherine.miller@sfgov.org [mailto:katherine.miller@sfgov.org]  
Sent: Tuesday, September 03, 2013 2:49 PM  
To: Sunny Suppa; Joanna Hernandez  
Subject: Time sensitive request for information  
Importance: High

Hi Sunny and Joanna,

We have been asked by the Mayor's Office to complete a spreadsheet that includes data from the workforce development programs funded by our office.

I initially tried to complete it myself, but realized I need your help.

Unfortunately it's time sensitive.

On the attached document, please click on the tab called "Workforce System - Metrics" and then you will see a column highlighted in yellow. If you could complete that column, I will fill out the rest of the document. It's fine if you don't have data for some of the fields. They are looking for data from 2012-2013 fiscal year.

Please let me know if you have any questions. I need to provide this back to the Mayor's Office by the end of the week.  
(See attached file: SF Workforce Inventory and Metrics - July 2013 SFDA.xlsx)

Thanks so much,

Katy

Katherine Weinstein Miller

Director of Policy & Managing Attorney, Neighborhood Prosecutors/Neighborhood Courts Office of San Francisco

District Attorney George Gascón

850 Bryant Street, Room 322

San Francisco, CA 94103

P: (415) 553-1110

F: (415) 575-8815

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[attachment "SF Workforce Inventory and Metrics - July 2013 SFDA\_GWSF\_BOT\_Final.xlsx" deleted by Katherine Miller/DA/SFGOV]

## Miller, Katherine (DAT)

---

**From:** Sunny Suppa  
**Sent:** Monday, September 09, 2013 10:21 AM  
**To:** katherine.miller@sfgov.org  
**Cc:** Joanna Hernandez  
**Subject:** RE: Time sensitive request for information  
**Attachments:** SF Workforce Inventory and Metrics - July 2013 SFDA\_GWSF\_BOT\_Final.xlsx

Hi Katy,

Happy Monday. Please see attached for the completed SF Workforce Inventory and Metrics report for BOT reflected the BOT participants that were served in FY13. Please don't hesitate to let us know if you need anything else, thanks.

Best,

Sunny

---

SUNNY SUPPA, GCDF | Acting Director of People Services Operations | People Services | (415) 575-4568  
|ssuppa@sfgoodwill.org

-----Original Message-----

From: katherine.miller@sfgov.org [mailto:katherine.miller@sfgov.org]  
Sent: Tuesday, September 03, 2013 2:49 PM  
To: Sunny Suppa; Joanna Hernandez  
Subject: Time sensitive request for information  
Importance: High

Hi Sunny and Joanna,

We have been asked by the Mayor's Office to complete a spreadsheet that includes data from the workforce development programs funded by our office.

I initially tried to complete it myself, but realized I need your help.

Unfortunately it's time sensitive.

On the attached document, please click on the tab called "Workforce System - Metrics" and then you will see a column highlighted in yellow. If you could complete that column, I will fill out the rest of the document. It's fine if you don't have data for some of the fields. They are looking for data from 2012-2013 fiscal year.

Please let me know if you have any questions. I need to provide this back to the Mayor's Office by the end of the week. (See attached file: SF Workforce Inventory and Metrics - July 2013 SFDA.xlsx)

Thanks so much,

Katy

Katherine Weinstein Miller  
Director of Policy & Managing Attorney, Neighborhood Prosecutors/Neighborhood Courts Office of San Francisco  
District Attorney George Gascón  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
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## Miller, Katherine (DAT)

---

**From:** Liz Tarchi  
**Sent:** Wednesday, September 04, 2013 3:31 PM  
**To:** Joanna Hernandez  
**Cc:** Gregory.Mendez@sfgov.org; Jeff Taylor (jtaylor@fsasf.org); katherine.miller@sfgov.org; Maria.McKee@sfgov.org; Max.Szabo@sfgov.org; Ranon.Ross@sfgov.org  
**Subject:** Re: Back on Track Sanctions list  
**Attachments:** Sanctions Chart 10.8.08.doc


This document will be reviewed and edited/revised as needed as well. Ranon and the team will review to see if these or other sanctions would work in the pre-DEJ phase.

Liz

Elizabeth Aguilar Tarchi  
Assistant District Attorney  
Office of the San Francisco District Attorney  
Hall Of Justice  
850 Bryant Street  
San Francisco, CA 94103  
Tel: (415)553-1087  
FAX: (415) 575-8815

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 Joanna Hernandez ---09/04/2013 01:36:36 PM---Hello everyone please see attached the BOT graduated sensations list. Just FYI It has not been revi

From: Joanna Hernandez <JHernandez@sfgoodwill.org>  
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>, "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>, "Max.Szabo@sfgov.org" <Max.Szabo@sfgov.org>, "Ranon.Ross@sfgov.org" <Ranon.Ross@sfgov.org>, "Liz.Tarchi@sfgov.org" <Liz.Tarchi@sfgov.org>, "Jeff Taylor (jtaylor@fsasf.org)" <jtaylor@fsasf.org>, "Gregory.Mendez@sfgov.org" <Gregory.Mendez@sfgov.org>  
Date: 09/04/2013 01:36 PM  
Subject: Back on Track Sanctions list

---

Hello everyone please see attached the BOT graduated sensations list. Just FYI It has not been revised since 2008. ☺

**Joanna Hernandez** | Manager of Criminal Justice and Reentry| Direct: (415) 575-2190

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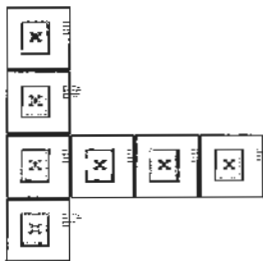
## Miller, Katherine (DAT)

---

**From:** Joanna Hernandez  
**Sent:** Wednesday, September 04, 2013 3:15 PM  
**To:** David Walker; Gregory.Mendez@sfgov.org; Jeff Taylor (jtaylor@fsasf.org); katherine.miller@sfgov.org; Maria.McKee@sfgov.org; Max.Szabo@sfgov.org; Ranon.Ross@sfgov.org  
**Subject:** Pre Dej overview  
**Attachments:** 6 WEEK CURRICULUM.doc

Please see attached the Pre DEJ curriculum. I think we should also revise this form as a team.

**Joanna Hernandez** | Manager of Criminal Justice and Reentry | Direct: (415) 575-2190



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## Miller, Katherine (DAT)

---

**From:** Liz Tarchi  
**Sent:** Wednesday, September 04, 2013 3:10 PM  
**To:** Joanna Hernandez  
**Cc:** David Walker; Gregory.Mendez@sfgov.org; Jeff Taylor (jtaylor@fsasf.org); katherine.miller@sfgov.org; Maria.McKee@sfgov.org; Max.Szabo@sfgov.org; Ranon.Ross@sfgov.org  
**Subject:** Re: BOT flow chart / BOT Participant agreement form

Joanna:

Thank you for promptly sending these documents! We definitely need some revisions to the wonderful flow chart, and of course the restitution language that was discussed will be added to the Program Agreement Form.


Take care and thank you all for joining us at our office today as we continue to make excellent progress on our BOT expansion. Please know that I will be out of the office beginning Wednesday, September 11 and return on Monday, September 30. In my absence, of course, please do contact Ranon or Katy for any further programmatic concerns or issues that may arise.

Liz

Elizabeth Aguilar Tarchi  
Assistant District Attorney  
Office of the San Francisco District Attorney  
Hall Of Justice  
850 Bryant Street  
San Francisco, CA 94103  
Tel: (415)553-1087  
FAX: (415) 575-8815

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 Joanna Hernandez ---09/04/2013 01:27:20 PM---Please see attached. Joanna Hernandez | Manager of Criminal Justice and Reentry| Direct: (415) 575-2

From: Joanna Hernandez <JHernandez@sfgoodwill.org>  
To: "Ranon.Ross@sfgov.org" <Ranon.Ross@sfgov.org>, "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>, "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>, "Liz.Tarchi@sfgov.org" <Liz.Tarchi@sfgov.org>, "Max.Szabo@sfgov.org" <Max.Szabo@sfgov.org>, "Gregory.Mendez@sfgov.org" <Gregory.Mendez@sfgov.org>, "Jeff Taylor (jtaylor@fsasf.org)" <jtaylor@fsasf.org>  
Cc: David Walker <dwalker@sfgoodwill.org>

Date: 09/04/2013 01:27 PM

Subject: BOT flow chart / BOT Participant agreement form

---

Please see attached.

**Joanna Hernandez** | Manager of Criminal Justice and Reentry | Direct: (415) 575-2190

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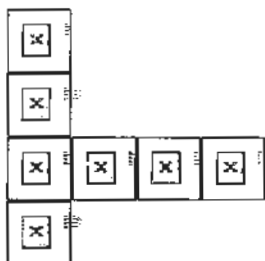
## Miller, Katherine (DAT)

---

**From:** Joanna Hernandez  
**Sent:** Wednesday, September 04, 2013 1:36 PM  
**To:** Maria.McKee@sfgov.org; katherine.miller@sfgov.org; Max.Szabo@sfgov.org; Ranon.Ross@sfgov.org; Liz.Tarchi@sfgov.org; Jeff Taylor (jtaylor@fsasf.org); Gregory.Mendez@sfgov.org  
**Subject:** Back on Track Sanctions list  
**Attachments:** Sanctions Chart 10.8.08.doc

Hello everyone please see attached the BOT graduated sensations list. Just FYI It has not been revised since 2008. ☺

**Joanna Hernandez** | Manager of Criminal Justice and Reentry | Direct: (415) 575-2190



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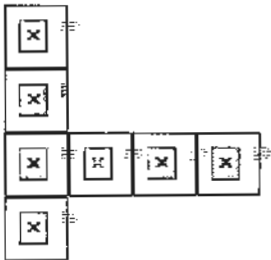
## Miller, Katherine (DAT)

---

**From:** Joanna Hernandez  
**Sent:** Wednesday, September 04, 2013 1:27 PM  
**To:** Ranon.Ross@sfgov.org; Maria.McKee@sfgov.org; katherine.miller@sfgov.org; Liz.Tarchi@sfgov.org; Max.Szabo@sfgov.org; Gregory.Mendez@sfgov.org; Jeff Taylor (jtaylor@fsasf.org)  
**Cc:** David Walker  
**Subject:** BOT flow chart / BOT Participant agreement form  
**Attachments:** 2 Back on Track - Flow Chart.doc; BOT Service Flow 2.vsd; BOT Participant Program agreement form (2 sides)FINAL 2.4.13.docx

Please see attached.

**Joanna Hernandez** | Manager of Criminal Justice and Reentry | Direct: (415) 575-2190



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**Miller, Katherine (DAT)**

---

**From:** Maria McKee  
**Sent:** Tuesday, September 03, 2013 11:04 AM  
**To:** Katherine Miller  
**Subject:** June 2013 GW Report  
**Attachments:** June 2013 masterlist.xls; DA-BOT Monthly Report (June2013).doc

*(See attached file: DA-BOT Monthly Report (June2013).doc)*

*(See attached file: June 2013 masterlist.xls)*

Maria McKee, MPP  
Policy & Grants Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
Fax: (415) 575 8815  
[maria.mckee@sfgov.org](mailto:maria.mckee@sfgov.org)

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**Miller, Katherine (DAT)**

---

**From:** Walter, Ted  
**Sent:** Friday, August 30, 2013 4:56 PM  
**To:** Miller, Katherine  
**Subject:** draft workforce development report  
**Attachments:** Draft Workforce Development Report - Non-Workforce Depts.docx

Hi Katy,

I've attached the sections of our workforce development report that relate at all to the District Attorney. We are hoping that you can provide any comments or corrections by Wednesday, September 4. Have a great weekend.

Thank you,

Ted Walter  
Budget & Legislative Analyst's Office  
1390 Market Street, Suite 1150  
San Francisco, CA 94102  
Direct: 415.553.4639  
Main: 415.552.9292  
Fax: 415.252.0461

## Miller, Katherine (DAT)

---

**From:** Maria McKee  
**Sent:** Thursday, July 25, 2013 10:34 AM  
**To:** Katherine Miller; Ranon Ross  
**Subject:** Supportive Services/Alumni Services  
**Attachments:** PS Supportive Services Policy Final 3-15-13.pdf

Hi Katy & Ranon,

I like Goodwill's Supportive Services policy, and I think we should adopt it for both Back on Track participants and alumni.

Here's the alumni piece:

- ☐ Program alumni who are either awaiting their first employment paycheck (based upon initial employment) and who cannot meet basic needs during this time are eligible for limited supportive services.\*
- ☐ Program alumni who are in between initial and subsequent employment ("in between jobs") **are eligible on a limited basis to receive supportive services up to one calendar year after their program exit, referred to as the "retention year"** (unless they are re-enrolled in another Goodwill program during this time, in which case, they may be eligible to receive supportive services per the program's stipulations).

*(See attached file: PS Supportive Services Policy Final 3-15-13.pdf)*

Do you see anything in this policy that wouldn't work for BOT?

Maria

Maria McKee, MPP  
Policy & Grants Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
Fax: (415) 575 8815  
maria.mckee@sfgov.org

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## Miller, Katherine (DAT)

---

**From:** Megan Kenny  
**Sent:** Friday, July 12, 2013 2:08 PM  
**To:** katherine.miller@sfgov.org  
**Subject:** FSA BOT budget

Hi Katy,

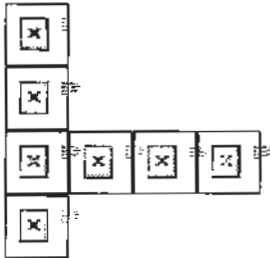
Thanks for the call. Unfortunately, I don't have access to the full budget amount the DCYF award to FSA for BOT. I know that we were budgeted at \$94,685, but that's probably not the full picture that you need.

Sorry I couldn't be more help.

Thanks,  
Megan

---

**Megan Kenny** | Director of Operations | People Services | (415) 575-2136



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**Miller, Katherine (DAT)**

---

**From:** Maria McKee  
**Sent:** Friday, July 12, 2013 2:05 PM  
**To:** Jeff Taylor  
**Cc:** Katherine Miller  
**Subject:** Re: Back on Track Funding


Thanks Jeff! This is exactly what we need.

Would it be possible for you to share the budget line items?

Thanks,  
Maria

Maria McKee, MPP  
Policy & Grants Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
Fax: (415) 575 8815  
maria.mckee@sfgov.org

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 Jeff Taylor ---07/12/2013 02:00:27 PM---Hi there Maria. The DCYF grant for Back on Track for FY 2013-2014 is \$207,896.40. For FY 2012-2013

From: Jeff Taylor <jtaylor@fsasf.org>  
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>  
Cc: Charles Brigham <cbrigham@fsasf.org>  
Date: 07/12/2013 02:00 PM  
Subject: Re: Back on Track Funding

---

Hi there Maria. The DCYF grant for Back on Track for FY 2013-2014 is \$207,896.40. For FY 2012-2013, it was \$200,000.00.

Let me know if I can help you with anything else.

See you soon!

Jeff Taylor, ASW, CADCA  
Program Director and Therapist  
Goodwill Programs  
Family Service Agency of San Francisco  
1010 Gough Street  
San Francisco, CA 94109  
415.562.7270  
Fax: 415.922.9418

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---

**From:** "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>  
**To:** jtaylor@fsasf.org  
**Cc:** katherine.miller@sfgov.org  
**Sent:** Friday, July 12, 2013 10:32 AM  
**Subject:** Back on Track Funding

Hi Jeff,

I hope this finds you well. I am following up on the voicemail message that I left.

We are completing a report for which we need to include all funding that supports Back on Track.

Could you tell us how much funding goes to FSA for Back on Track?

Thanks!  
Maria

Maria McKee, MPP  
Policy & Grants Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
Fax: (415) 575 8815  
maria.mckee@sfgov.org

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**Miller, Katherine (DAT)**

---

**From:** Maria McKee  
**Sent:** Friday, July 12, 2013 10:22 AM  
**To:** Katherine Miller  
**Subject:** Fw: Back on Track Report- June 2013  
**Attachments:** DA-BOT Monthly Report (June2013).doc

Maria McKee, MPP  
Policy & Grants Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
Fax: (415) 575 8815  
maria.mckee@sfgov.org

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----- Forwarded by Maria McKee/DA/SFGOV on 07/12/2013 10:24 AM -----

From: Megan Kenny <mkenny@sfgoodwill.org>  
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>, "Liz.Tarchi@sfgov.org" <Liz.Tarchi@sfgov.org>  
Cc: "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>, "Gregory.Mendez@sfgov.org" <Gregory.Mendez@sfgov.org>, Joanna Hernandez <JHernandez@sfgoodwill.org>, Sunny Suppa <ssuppa@sfgoodwill.org>, "Ranon.Ross@sfgov.org" <Ranon.Ross@sfgov.org>  
Date: 07/10/2013 04:56 PM  
Subject: RE: Back on Track Report- June 2013

---

All,

I apologize for the duplicate email. Please find the revised BOT report for June attached. I've highlighted the outcome numbers that have been changed from the previous report.

Please let me know if you have any questions.

Thanks,  
Megan

**From:** Megan Kenny  
**Sent:** Wednesday, July 10, 2013 11:39 AM  
**To:** 'Maria.McKee@sfgov.org'; 'Liz.Tarchi@sfgov.org'

**Cc:** 'katherine.miller@sfgov.org'; 'Gregory.Mendez@sfgov.org'; Joanna Hernandez; Sunny Suppa  
**Subject:** Back on Track Report- June 2013

Hello everyone,

Attached please find the Back on Track report for June 2013. As a friendly reminder, I will be on maternity leave for 3 months starting July 22<sup>nd</sup>. Sunny will be your point of contact for all contract and reporting questions.

Thanks,  
Megan

---

**Megan Kenny** | Director of Operations | People Services | **(415) 575-2136**  
(See attached file: *DA-BOT Monthly Report (June2013).doc*)

**Miller, Katherine (DAT)**

---

**From:** Maria McKee  
**Sent:** Thursday, June 20, 2013 11:45 AM  
**To:** Megan Kenny  
**Cc:** katherine.miller@sfgov.org  
**Subject:** RE: Final FY 13/14 Contract (correction)  
**Attachments:** GW\_BOT\_GrantAgreement\_FY1314\_6 20 13\_FINAL.doc

Hi Megan,

First of all, we are so pleased to hear that Goodwill is able to maintain the Back on Track program at its previous level.

Attached, please find the Grant Agreement that I will be sending to the City Attorney for review.

Katy and I decided to table to restitution tracking issue for the time being. We will discuss it at the next Back on Track partners meeting and determine how best to obtain and track this information.

Thanks so much for all of your help with this contract!

Maria

Maria McKee, MPP  
Policy & Grants Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
Fax: (415) 575 8815  
maria.mckee@sfgov.org

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---

**From:** Megan Kenny <mkenny@sfgoodwill.org>  
**To:** "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>  
**Cc:** "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>  
**Date:** 06/20/2013 09:16 AM  
**Subject:** RE: Final FY 13/14 Contract (correction)

---

Hi Maria,

I've updated the BOT funding amount in the Appendix D. Please see attached. Could you please send me a Final Final version?

Thanks☺

Megan

**From:** Maria.McKee@sfgov.org [<mailto:Maria.McKee@sfgov.org>]

**Sent:** Wednesday, June 19, 2013 11:43 AM

**To:** Megan Kenny

**Cc:** katherine.miller@sfgov.org

**Subject:** Final FY 13/14 Contract (correction)

Hi Megan,

Barring some change by the Board of Supervisors, the Mayor's budget did not include the funding that we requested to make up for the federal earmark. This means that we will have to use the \$160,000 budget for the **FY13/14** grant agreement.

I'm sorry to be the bearer of bad news.

Attached, please find the final draft of the grant agreement. I will add an indicator for the restitution status once I get the monthly report draft from you, and then I will send this to the City Attorney's Office for processing.

Please let us know if you have any questions.

Maria

Maria McKee, MPP  
Policy & Grants Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
Fax: (415) 575 8815  
[maria.mckee@sfgov.org](mailto:maria.mckee@sfgov.org)

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From: Megan Kenny <[mkenny@sfgoodwill.org](mailto:mkenny@sfgoodwill.org)>  
To: "Maria.McKee@sfgov.org" <[Maria.McKee@sfgov.org](mailto:Maria.McKee@sfgov.org)>  
Date: 06/19/2013 10:33 AM  
Subject: RE: Address for Agreement

Hi Maria,

Looks good. Only a small edit on our Appendix D. Will send monthly report draft in separate email.

Thanks,  
Megan

**From:** Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]  
**Sent:** Wednesday, June 19, 2013 9:23 AM  
**To:** Megan Kenny  
**Subject:** RE: Address for Agreement

Hi Megan,

Thanks so much for your quick responses to my grant agreement inquiries! Attached, please find a draft of the contract. The body of the agreement is nearly identical to the last agreement. I have included the updated appendices. I will update those items highlighted in yellow once the budget is finalized.

As I requested in one of my previous emails, please add an indicator for the status of restitution payments to the Monthly Master List.

Please let me know if you have any questions.

Thanks!  
Maria

Maria McKee, MPP  
Policy & Grants Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
Fax: (415) 575 8815  
[maria.mckee@sfgov.org](mailto:maria.mckee@sfgov.org)

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From: Megan Kenny <[mkenny@sfgoodwill.org](mailto:mkenny@sfgoodwill.org)>  
To: "Maria.McKee@sfgov.org" <[Maria.McKee@sfgov.org](mailto:Maria.McKee@sfgov.org)>  
Date: 06/19/2013 09:15 AM  
Subject: RE: Address for Agreement



Zip code is 94103. Attn: Me

**From:** Maria.McKee@sfgov.org[mailto:Maria.McKee@sfgov.org]  
**Sent:** Wednesday, June 19, 2013 8:44 AM  
**To:** Megan Kenny  
**Subject:** Address for Agreement

Hi Megan,

Is this the best address for the contract?

**GOODWILL INDUSTRIES OF SAN FRANCISCO, SAN MATEO AND MARIN COUNTIES**  
**1500 MISSION STREET**  
San Francisco, CA **94703**  
Attn: **DAVID WALKER**  
Facsimile No. **(415) 575-4545**

Thanks,  
Maria

Maria McKee, MPP  
Policy & Grants Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
Fax: (415) 575 8815  
[maria.mckee@sfgov.org](mailto:maria.mckee@sfgov.org)

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From: Megan Kenny <[mkenny@sfgoodwill.org](mailto:mkenny@sfgoodwill.org)>  
To: "Maria.McKee@sfgov.org" <[Maria.McKee@sfgov.org](mailto:Maria.McKee@sfgov.org)>  
Date: 06/18/2013 05:34 PM  
Subject: RE: BOT Grant Plan for FY1314

---

Hi Maria,

Thanks for the response. We can start tracking participants from the expanded criteria pool as part of our monthly reporting, but w/o any idea of what that breakdown will look like in terms of referrals, I'm concerned with the idea of adding specific outcomes to the grant plan related only to the pool of participants.

Other than that, the grant plan as written looks straightforward to me. There doesn't seem to be any changes from this current year. Please let me know if there's anything additional you need from me.

Thanks,  
Megan

**From:** [Maria.McKee@sfgov.org](mailto:Maria.McKee@sfgov.org) [<mailto:Maria.McKee@sfgov.org>]  
**Sent:** Tuesday, June 18, 2013 4:43 PM  
**To:** Megan Kenny  
**Cc:** David Walker; Joanna Hernandez; [katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)  
**Subject:** RE: BOT Grant Plan for FY1314

Hi Megan,

So sorry for the delay in my response!

-We do not yet know the final budget amount (we go before the Board tomorrow) - so please leave those sections blank. I will update them when I hear.

-I have no idea how many will be coming from each pool. Perhaps you could add it to the table at the beginning of each monthly report? Please see attached example.

-As for the master list, you don't need to specify who gets the master list. I am just curious :)

Thanks,  
Maria

Maria McKee, MPP  
Policy & Grants Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
Fax: (415) 575 8815  
[maria.mckee@sfgov.org](mailto:maria.mckee@sfgov.org)

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From: Megan Kenny <[mkenny@sfgoodwill.org](mailto:mkenny@sfgoodwill.org)>  
To: "[Maria.McKee@sfgov.org](mailto:Maria.McKee@sfgov.org)" <[Maria.McKee@sfgov.org](mailto:Maria.McKee@sfgov.org)>  
Cc: "[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)" <[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)>, Joanna Hernandez <[JHernandez@sfgoodwill.org](mailto:JHernandez@sfgoodwill.org)>, David Walker <[dwalker@sfgoodwill.org](mailto:dwalker@sfgoodwill.org)>  
Date: 06/18/2013 01:32 PM  
Subject: RE: BOT Grant Plan for FY1314

Hi Maria,

Joanna is out until next week, but David and I will review and get back to you by tomorrow at the latest. I have a few questions in response to your comments in the document:

- Do you know the final budget amount for next fiscal year? If not, do you want us to leave the allocations on page A-3 blank?
- With regards to breaking down the outcomes by original criteria and expanded criteria, do you have an estimate of what percentage of the total referrals will be from the expanded criteria pool next year? If not, I'm not sure how we would break these out. Any recommendations would be welcome.
- We currently send the monthly report to you, Katy, Liz Tarchi, and Greg Mendez, but I am not certain who the Masterlist gets sent to. Will need to wait for Joanna to return. Is this something you would like us to add to the grant plan?

Thanks for your help,

Megan

**From:** [Maria.McKee@sfgov.org](mailto:Maria.McKee@sfgov.org) [mailto:[Maria.McKee@sfgov.org](mailto:Maria.McKee@sfgov.org)]

**Sent:** Tuesday, June 18, 2013 9:10 AM

**To:** Megan Kenny

**Cc:** [katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org); Joanna Hernandez

**Subject:** BOT Grant Plan for FY1314

**Importance:** High

Hi Megan,

I hope this finds you well. Attached, please find an updated grant plan (i.e. scope of work) for the FY 1314 Grant Agreement.

Please review for accuracy and update where ever you deem appropriate. Please see my comments.

If possible, it would be great if you could get this back to me today or tomorrow, so that we can get the grant agreement to the City Attorney ASAP.

Thanks!

Maria

Maria McKee, MPP  
Policy & Grants Manager  
The Office of District Attorney George Gascón  
City and County of San Francisco  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Phone: (415) 553 1189  
Fax: (415) 575 8815  
[maria.mckee@sfgov.org](mailto:maria.mckee@sfgov.org)

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## Miller, Katherine (DAT)

---

**From:** Megan Kenny  
**Sent:** Wednesday, June 19, 2013 4:13 PM  
**To:** Maria.McKee@sfgov.org  
**Cc:** katherine.miller@sfgov.org  
**Subject:** RE: Address for Agreement

Maria,

I've discussed this situation with our finance team and we will be able to cover the remaining \$55K with other grant foundation dollars. Although I assume we won't change any information in this grant agreement to reflect the contribution, I wanted you to be aware that we will continue to have the same level of funding for the program in this next fiscal year.

Thanks,  
Megan

**From:** Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]  
**Sent:** Wednesday, June 19, 2013 11:41 AM  
**To:** Megan Kenny  
**Cc:** katherine.miller@sfgov.org  
**Subject:** RE: Address for Agreement

Hi Megan,

Barring some change by the Board of Supervisors, the Mayor's budget did not include the funding that we requested to make up for the federal earmark. This means that we will have to use the \$160,000 budget for the FY12/13 grant agreement.

I'm sorry to be the bearer of bad news.

Attached, please find the final draft of the grant agreement. I will add an indicator for the restitution status once I get the monthly report draft from you, and then I will send this to the City Attorney's Office for processing.

Please let us know if you have any questions.

Maria

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From: Megan Kenny <[mkenny@sfgoodwill.org](mailto:mkenny@sfgoodwill.org)>  
To: "Maria.McKee@sfgov.org" <[Maria.McKee@sfgov.org](mailto:Maria.McKee@sfgov.org)>  
Date: 06/19/2013 10:33 AM  
Subject: RE: Address for Agreement

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Thanks,  
Megan

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As I requested in one of my previous emails, please add an indicator for the status of restitution payments to the Monthly Master List.

Please let me know if you have any questions.

Thanks!  
Maria

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From: Megan Kenny <[mkenny@sfgoodwill.org](mailto:mkenny@sfgoodwill.org)>  
To: "[Maria.McKee@sfgov.org](mailto:Maria.McKee@sfgov.org)" <[Maria.McKee@sfgov.org](mailto:Maria.McKee@sfgov.org)>  
Date: 06/19/2013 09:15 AM  
Subject: RE: Address for Agreement

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Zip code is 94103. Attn: Me

**From:** [Maria.McKee@sfgov.org](mailto:Maria.McKee@sfgov.org)[mailto:[Maria.McKee@sfgov.org](mailto:Maria.McKee@sfgov.org)]  
**Sent:** Wednesday, June 19, 2013 8:44 AM  
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**Subject:** Address for Agreement

Hi Megan,

Is this the best address for the contract?

**GOODWILL INDUSTRIES OF SAN FRANCISCO, SAN MATEO AND MARIN COUNTIES**  
**1500 MISSION STREET**  
San Francisco, CA **94703**  
Attn: **DAVID WALKER**  
Facsimile No. **(415) 575-4545**

Thanks,  
Maria

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From: Megan Kenny <[mkenny@sfgoodwill.org](mailto:mkenny@sfgoodwill.org)>  
To: "[Maria.McKee@sfgov.org](mailto:Maria.McKee@sfgov.org)" <[Maria.McKee@sfgov.org](mailto:Maria.McKee@sfgov.org)>  
Date: 06/18/2013 05:34 PM  
Subject: RE: BOT Grant Plan for FY1314

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Hi Maria,

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Other than that, the grant plan as written looks straightforward to me. There doesn't seem to be any changes from this current year. Please let me know if there's anything additional you need from me.

Thanks,  
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**Sent:** Tuesday, June 18, 2013 4:43 PM  
**To:** Megan Kenny  
**Cc:** David Walker; Joanna Hernandez; [katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)  
**Subject:** RE: BOT Grant Plan for FY1314

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Thanks,  
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To: "Maria.McKee@sfgov.org" <[Maria.McKee@sfgov.org](mailto:Maria.McKee@sfgov.org)>  
Cc: "katherine.miller@sfgov.org" <[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)>, Joanna Hernandez <[JHernandez@sfgoodwill.org](mailto:JHernandez@sfgoodwill.org)> David Walker <[dwalker@sfgoodwill.org](mailto:dwalker@sfgoodwill.org)>  
Date: 06/18/2013 01:32 PM  
Subject: RE: BOT Grant Plan for FY1314

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Thanks for your help,

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**Subject:** BOT Grant Plan for FY1314

**Importance:** High

Hi Megan,

I hope this finds you well. Attached, please find an updated grant plan (i.e. scope of work) for the FY 1314 Grant Agreement.

Please review for accuracy and update where ever you deem appropriate. Please see my comments.

If possible, it would be great if you could get this back to me today or tomorrow, so that we can get the grant agreement to the City Attorney ASAP.

Thanks!

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**Miller, Katherine (DAT)**

---

**From:** Maria McKee  
**Sent:** Wednesday, June 19, 2013 11:42 AM  
**To:** Megan Kenny  
**Cc:** Katherine Miller  
**Subject:** Final FY 13/14 Contract (correction)  
**Attachments:** GW\_BOT\_GrantAgreement\_FY1314\_6 19 13\_FINAL.doc

Hi Megan,

Barring some change by the Board of Supervisors, the Mayor's budget did not include the funding that we requested to make up for the federal earmark. This means that we will have to use the \$160,000 budget for the FY13/14 grant agreement.

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To: "Maria.McKee@sfgov.org" <[Maria.McKee@sfgov.org](mailto:Maria.McKee@sfgov.org)>  
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**Sent:** Tuesday, June 18, 2013 4:43 PM  
**To:** Megan Kenny  
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Cc: "katherine.miller@sfgov.org" <[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)>, Joanna Hernandez <[JHernandez@sfgoodwill.org](mailto:JHernandez@sfgoodwill.org)>, David Walker <[dwalker@sfgoodwill.org](mailto:dwalker@sfgoodwill.org)>  
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**Sent:** Tuesday, June 18, 2013 9:10 AM

**To:** Megan Kenny  
**Cc:** [katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org); Joanna Hernandez  
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**Importance:** High

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**Miller, Katherine (DAT)**

---

**From:** Maria McKee  
**Sent:** Tuesday, June 18, 2013 9:09 AM  
**To:** mkenny@sfgoodwill.org  
**Cc:** Katherine Miller; Joanna Hernandez  
**Subject:** BOT Grant Plan for FY1314  
**Attachments:** GW\_BOT\_GRANTPLAN\_FY1314\_6.18.13.docx

Hi Megan,

I hope this finds you well. Attached, please find an updated grant plan (i.e. scope of work) for the FY 1314 Grant Agreement.

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If possible, it would be great if you could get this back to me today or tomorrow, so that we can get the grant agreement to the City Attorney ASAP.

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## Miller, Katherine (DAT)

---

**From:** Marie-Claire Balea  
**Sent:** Wednesday, April 03, 2013 11:41 AM  
**To:** Liz.Tarchi@sfgov.org  
**Cc:** gregory.mendez@sfgov.org; Isabel Perez; Joanna Hernandez; katherine.miller@sfgov.org; Robert Barron; Sonia Worley  
**Subject:** RE: Back on Track Brochure - final copy  
**Attachments:** BOT brochure\_April.3.2013.doc

That should do it :)

Thank you all!!

Best,  
MC

-----Original Message-----

**From:** Liz.Tarchi@sfgov.org [mailto:Liz.Tarchi@sfgov.org]  
**Sent:** Wednesday, April 03, 2013 11:16 AM  
**To:** Marie-Claire Balea  
**Cc:** gregory.mendez@sfgov.org; Isabel Perez; Joanna Hernandez; katherine.miller@sfgov.org; Robert Barron; Sonia Worley  
**Subject:** RE: Back on Track Brochure - final draft  
**Importance:** High

TYPO FOUND!! SHOULD BE "re-enter" NOT reenter....hyphen lost....

Elizabeth Aguilar Tarchi  
Assistant District Attorney  
Office of the San Francisco District Attorney Hall Of Justice  
850 Bryant Street  
San Francisco, CA 94103  
Tel: (415)553-1087  
FAX: (415) 575-8815

### CONFIDENTIALITY NOTICE

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**From:** Marie-Claire Balea <mbalea@sfgoodwill.org>  
**To:** "Liz.Tarchi@sfgov.org" <Liz.Tarchi@sfgov.org>  
**Cc:** "gregory.mendez@sfgov.org" <gregory.mendez@sfgov.org>, Isabel

Perez <IPerez@sfgoodwill.org>, Joanna Hernandez  
<JHernandez@sfgoodwill.org>, Robert Barron  
<rbarron@sfgoodwill.org>, Sonia Worley  
<sworley@sfgoodwill.org>, "katherine.miller@sfgov.org"  
<katherine.miller@sfgov.org>

Date: 04/03/2013 10:24 AM

Subject: RE: Back on Track Brochure - final draft

Hi Liz,

I made the edits you request and you will find the final brochure attached.  
I will go ahead and print 100 copies and provide them to Mr. Mendez. Again, thank you for your input and attention to detail.

All the best,  
MC

-----Original Message-----

From: Liz.Tarchi@sfgov.org [mailto:Liz.Tarchi@sfgov.org]

Sent: Wednesday, April 03, 2013 10:05 AM

To: Marie-Claire Balea

Cc: gregory.mendez@sfgov.org; Isabel Perez; Joanna Hernandez; Robert Barron; Sonia Worley;  
katherine.miller@sfgov.org

Subject: RE: Back on Track Brochure - a couple of further minor edits made- Second draft attached

Marie-Claire:

Thank you for making the indicated changes. One final suggestion is regarding the spelling of: *résumé* also spelled *resumé* or, colloquially, *resume*,

I would recommend using the second spelling with the accent on the final "e".

Also, on the back fold entitled "Back on Track", please change the language to read:

BOT will assist you in addressing your criminal justice system concerns and prepare you to enter or reenter the competitive work force. We will help you overcome any personal, educational or employment barriers or other obstacles that have kept you from reaching your goals. BOT will help you build and develop the skills and confidence you need to succeed.

[I took out the words "overcome any criminal justice system"...grammatically it was not making sense and I had not caught this the first time around. Let me know if you agree. If you feel it is important to mention the criminal justice system]

If you agree with the recommended changes, please make the edits and send us a third draft. I will then review immediately.

Liz

Elizabeth Aguilar Tarchi  
Assistant District Attorney  
Office of the San Francisco District Attorney Hall Of Justice  
850 Bryant Street  
San Francisco, CA 94103  
Tel: (415)553-1087  
FAX: (415) 575-8815

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From: Marie-Claire Balea <mbalea@sfgoodwill.org>  
To: "Liz.Tarchi@sfgov.org" <Liz.Tarchi@sfgov.org>  
Cc: "gregory.mendez@sfgov.org" <gregory.mendez@sfgov.org>, Isabel  
Perez <IPerez@sfgoodwill.org>, Joanna Hernandez  
<JHernandez@sfgoodwill.org>, Robert Barron  
<rbarron@sfgoodwill.org>, Sonia Worley <sworley@sfgoodwill.org>  
Date: 04/02/2013 02:27 PM  
Subject: RE: Back on Track Brochure - a couple of further minor  
edits  
made- Second draft attached

Hello,

Attached you will find the final version of the BOT Brochure.

Liz, I have provided copies to Greg for you.

Thank you,  
MC

-----Original Message-----

From: Liz.Tarchi@sfgov.org [mailto:Liz.Tarchi@sfgov.org]  
Sent: Friday, March 22, 2013 4:12 PM  
To: Marie-Claire Balea  
Cc: gregory.mendez@sfgov.org; Isabel Perez; Joanna Hernandez; Robert Barron; Sonia Worley  
Subject: Re: Back on Track Brochure - a couple of further minor edits made- Second draft attached

Marie-Claire: I made a few other edits (in the blue background "Back on Track" box and in the box below the BOT graduates with their diplomas.

Take another thorough look and if you like it then its done. Please do note that the title of "Back on Track" with the star emblem below ADA Mendez' name is not appearing on the screen or when I print it out.

You may wish to remove this or move the emblem somewhere else.

If upon re-reviewing you find no typos, then you may reproduce. Then please provide a fair number of these brochures (100 or more?) Greg Mendez and he can distribute these brochures to potential clients, the PX ADAs and PDs, private counsel. I will also make sure he gives some to Luis Aroche. I would like some as well.

Liz

(See attached file: BOT brochure\_March\_2013.doc)

From: Marie-Claire Balea <mbalea@sfgoodwill.org>  
To: "gregory.mendez@sfgov.org"  
<gregory.mendez@sfgov.org>,  
"Liz.Tarchi@sfgov.org" <Liz.Tarchi@sfgov.org>  
Cc: Joanna Hernandez <JHernandez@sfgoodwill.org>,  
Isabel Perez  
<IPerez@sfgoodwill.org>, Robert Barron  
<rbarron@sfgoodwill.org>, Sonia Worley <sworley@sfgoodwill.org>  
Date: 03/22/2013 12:10 PM  
Subject: Back on Track Brochure (FINAL REVIEW)

Hello all,

I have completed the corrections provided by the District Attorney's Office and wanted to provide the final product to you all for a final review.

Please let me know if you have any additional revisions or input. Again, thank you.

Respectfully,

Marie-Claire Balea | Employment Specialist | People Services | Phone:  
(415) 575-4521 | Fax: (415) 575-2170

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(Embedded image moved to file: pic07133.gif)(Embedded image moved to file: pic08584.gif)(Embedded image moved to file: pic27072.gif)(Embedded image moved to file: pic29824.gif)

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## Miller, Katherine (DAT)

---

**From:** Joanna Hernandez  
**Sent:** Thursday, March 28, 2013 6:31 PM  
**To:** katherine.miller@sfgov.org  
**Cc:** David Walker; Gregory.Mendez@sfgov.org  
**Subject:** Re: Time sensitive

Thank you so much! I hope we can help him. This is the only way he can even start any immigration process . I hope that we can assist this young man with overcoming this barrier.

Joanna Hernandez

On Mar 28, 2013, at 6:03 PM, "katherine.miller@sfgov.org" <katherine.miller@sfgov.org> wrote:

> Thanks. I want to make it work, but need to check with Finance about  
> documentation that meets their needs.  
>  
> Katherine Weinstein Miller  
> Director of Policy & Managing Attorney, Neighborhood  
> Prosecutors/Neighborhood Courts Office of San Francisco District  
> Attorney George Gascón  
> 850 Bryant Street, Room 322  
> San Francisco, CA 94103  
> P: (415) 553-1110  
> F: (415) 575-8815  
>  
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>  
>  
>  
> From: Joanna Hernandez <JHernandez@sfgoodwill.org>  
> To: "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>  
> Cc: David Walker <dwalker@sfgoodwill.org>,  
> "Gregory.Mendez@sfgov.org" <Gregory.Mendez@sfgov.org>  
> Date: 03/28/2013 05:36 PM  
> Subject: Re: Time sensitive  
>  
>  
>  
> The only thing he could provide us is a receipt from Western Union  
> that the money was sent back home. Also he's going to provide us with  
> the notarize later and the documentation needed for the consulate this  
> is the only way we can get him any type of identification other than

> that he won't have anything. In that country they are not good at giving out receipts.

>

>

> Joanna Hernandez

>

> On Mar 28, 2013, at 5:20 PM, "katherine.miller@sfgov.org"

> <katherine.miller@sfgov.org> wrote:

>

>> Ok, thanks. What kind of documentation will you have him provide to  
>> show how the money was spent?

>>

>> Katherine Weinstein Miller

>> Director of Policy & Managing Attorney, Neighborhood

>> Prosecutors/Neighborhood Courts Office of San Francisco District

>> Attorney George Gascón

>> 850 Bryant Street, Room 322

>> San Francisco, CA 94103

>> P: (415) 553-1110

>> F: (415) 575-8815

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>> e-mail and delete the original message.

>>

>>

>>

>> From: Joanna Hernandez <JHernandez@sfgoodwill.org>

>> To: "'katherine.miller@sfgov.org'" <katherine.miller@sfgov.org>,

>> "'Gregory.Mendez@sfgov.org'" <Gregory.Mendez@sfgov.org>

>> Cc: David Walker <dwalker@sfgoodwill.org>

>> Date: 03/28/2013 04:22 PM

>> Subject: RE: Fw: Time sensitive

>>

>>

>>

>> It's for him to obtain his Honduras Passport, In his country he is

> consider

>> a minor so he needs permission from his parents. His parents are very

> poor

>> and do not have the money to pay for a notarized letter and to get a

>> declaration letter a lawyer. I hope that helps we then need to give

>> it to the Honduras counsel here in SF

>>

>> Joanna Hernandez | Criminal Justice & Reentry Manager | People

>> Services

> |

>> (415)575-2190 Fax( 415)575-2170

>>  
>> -----Original Message-----  
>> From: katherine.miller@sfgov.org [mailto:katherine.miller@sfgov.org]  
>> Sent: Thursday, March 28, 2013 3:49 PM  
>> To: Gregory.Mendez@sfgov.org  
>> Cc: David Walker; Joanna Hernandez  
>> Subject: Re: Fw: Time sensitive  
>>  
>> Joanna, can you tell me the purpose of the document? Embarrassed to  
>> say  
> I  
>> don't know the specifics.  
>>  
>> Katherine Weinstein Miller  
>> Director of Policy & Managing Attorney, Neighborhood  
>> Prosecutors/Neighborhood Courts Office of San Francisco District  
>> Attorney George Gascón  
>> 850 Bryant Street, Room 322  
>> San Francisco, CA 94103  
>> P: (415) 553-1110  
>> F: (415) 575-8815  
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>>  
>>  
>>  
>> From: Gregory Mendez/DA/SFGOV  
>> To: Katherine Miller/DA/SFGOV@SFGOV  
>> Cc: Joanna Hernandez <JHernandez@sfgoodwill.org>, David Walker  
>> <dwalker@sfgoodwill.org>  
>> Date: 03/28/2013 02:50 PM  
>> Subject: Fw: Time sensitive  
>>  
>>  
>>  
>> Hello Katherine,  
>> A short time ago, I received the attached e-mail from Joanna  
>> Hernandez, the BOT Program Manager, regarding monetary help needed  
>> for  
> BOT  
>> participant [REDACTED] Liz Tarchi is out of the office but I think,  
>> routed to her, Ms. Hernandez's request would go to you directly.  
>> My understanding is that [REDACTED] is requesting financial  
>> assistant  
>> (\$100) apparently for some sort of home residence documentation.  
>> From cases conferences last week, I do know that he has been doing



>> quite well  
> in  
>> the program; so providing help to him seems to be an appropriate  
>> investment. (Incidentally, he is the first member of BOT  
>> participating in the program solely in Spanish.) I am unsure of the  
>> time-line requirements noted by Joanna, but she seems to suggest that  
>> time is a  
> major  
>> consideration to a positive outcome for [REDACTED] residency  
> documentation  
>> issue.  
>> Please let me know if you need any additional information from  
>> me.  
>> Greg  
>>  
>>  
>>  
>> \_\_\_\_\_  
>> Gregory Gerard Mendez  
>> Assistant District Attorney  
>> City & County of San Francisco  
>> 850 Bryant Street  
>> San Francisco, CA 94103  
>> (415) 553-1609  
>> \_\_\_\_\_  
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>> ----- Forwarded by Gregory Mendez/DA/SFGOV on 03/28/2013 02:25 PM  
>> ---  
>>  
>> From: Joanna Hernandez <JHernandez@sfgoodwill.org>  
>> To: "'Gregory.Mendez@sfgov.org'" <Gregory.Mendez@sfgov.org>  
>> Cc: David Walker <dwalker@sfgoodwill.org>  
>> Date: 03/28/2013 02:10 PM  
>> Subject: Time sensitive  
>>  
>>  
>>  
>> Mr. Mendez [REDACTED]  
>>  
>> I'm writing to request to see if [REDACTED] could help our BOT participant  
>> [REDACTED] apply for I-9 document in his home country it is going to  
>> cost about  
>> \$100 American money. Is there way that we can possibly assist him. We

> will  
>> have to give him a check payable to him in order to send the money to  
>> Honduras. We can provide us with proof of sending the money back  
>> home. I look forward to your respond.  
>>  
>> Joanna Hernandez | Criminal Justice & Reentry Manager | People  
>> Services  
> |  
>> (415)575-2190 Fax( 415)575-2170 [REDACTED]  
>>  
>>  
>>  
>>  
>>  
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>  
>  
>

[REDACTED]

## Miller, Katherine (DAT)

---

**From:** Joanna Hernandez  
**Sent:** Thursday, March 28, 2013 4:22 PM  
**To:** 'katherine.miller@sfgov.org'; 'Gregory.Mendez@sfgov.org'  
**Cc:** David Walker  
**Subject:** RE: Fw: Time sensitive

It's for him to obtain his Honduras Passport, In his country he is consider a minor so he needs permission from his parents. His parents are very poor and do not have the money to pay for a notarized letter and to get a declaration letter a lawyer. I hope that helps we then need to give it to the Honduras counsel here in SF

Joanna Hernandez | Criminal Justice & Reentry Manager | People Services | (415)575-2190 Fax( 415)575-2170

-----Original Message-----

From: katherine.miller@sfgov.org [mailto:katherine.miller@sfgov.org]  
Sent: Thursday, March 28, 2013 3:49 PM  
To: Gregory.Mendez@sfgov.org  
Cc: David Walker; Joanna Hernandez  
Subject: Re: Fw: Time sensitive

Joanna, can you tell me the purpose of the document? Embarrassed to say I don't know the specifics.

Katherine Weinstein Miller  
Director of Policy & Managing Attorney, Neighborhood Prosecutors/Neighborhood Courts Office of San Francisco  
District Attorney George Gascón  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 575-8815

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From: Gregory Mendez/DA/SFGOV  
To: Katherine Miller/DA/SFGOV@SFGOV  
Cc: Joanna Hernandez <JHernandez@sfgoodwill.org>, David Walker <dwalker@sfgoodwill.org>  
Date: 03/28/2013 02:50 PM  
Subject:Fw: Time sensitive

Hello Katherine,

A short time ago, I received the attached e-mail from Joanna Hernandez, the BOT Program Manager, regarding monetary help needed for BOT participant [REDACTED]. Liz Tarchi is out of the office but I think, routed to her, Ms. Hernandez's request would go to you directly.

My understanding is that [REDACTED] is requesting financial assistant (\$100) apparently for some sort of home residence documentation. From cases conferences last week, I do know that he has been doing quite well in the program; so providing help to him seems to be an appropriate investment. (Incidentally, he is the first member of BOT participating in the program solely in Spanish.) I am unsure of the time-line requirements noted by Joanna, but she seems to suggest that time is a major consideration to a positive outcome for [REDACTED]'s residency documentation issue.

Please let me know if you need any additional information from me.

Greg

---

Gregory Gerard Mendez  
Assistant District Attorney  
City & County of San Francisco  
850 Bryant Street  
San Francisco, CA 94103  
(415) 553-1609

---

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From: Joanna Hernandez <JHernandez@sfgoodwill.org>  
To: "'Gregory.Mendez@sfgov.org'" <Gregory.Mendez@sfgov.org>  
Cc: David Walker <dwalker@sfgoodwill.org>  
Date: 03/28/2013 02:10 PM  
Subject: Time sensitive

Mr. Mendez

I'm writing to request to see if we could help our BOT participant [REDACTED] apply for I-9 document in his home country it is going to cost about \$100 American money. Is there way that we can possibly assist him. We will have to give him a check payable to him in order to send the money to Honduras. We can provide us with proof of sending the money back home. I look forward to your respond.

Joanna Hernandez | Criminal Justice & Reentry Manager | People Services |  
(415)575-2190 Fax( 415)575-2170

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105

105

**Miller, Katherine (DAT)**

---

**From:** Gregory Mendez  
**Sent:** Thursday, March 28, 2013 2:50 PM  
**To:** Katherine Miller  
**Cc:** Joanna Hernandez; David Walker  
**Subject:** Fw: Time sensitive

Hello Katherine,

A short time ago, I received the attached e-mail from Joanna Hernandez, the BOT Program Manager, regarding monetary help needed for BOT participant [REDACTED]. Liz Tarchi is out of the office but I think, routed to her, Ms. Hernandez's request would go to you directly.

My understanding is that [REDACTED] is requesting financial assistance (\$100) apparently for some sort of home residence documentation. From cases conferences last week, I do know that he has been doing quite well in the program; so providing help to him seems to be an appropriate investment. (Incidentally, he is the first member of BOT participating in the program solely in Spanish.) I am unsure of the time-line requirements noted by Joanna, but she seems to suggest that time is a major consideration to a positive outcome for [REDACTED] residency documentation issue.

Please let me know if you need any additional information from me.

Greg

---

Gregory Gerard Mendez  
Assistant District Attorney  
City & County of San Francisco  
850 Bryant Street  
San Francisco, CA 94103  
(415) 553-1609

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To: "Gregory.Mendez@sfgov.org" <Gregory.Mendez@sfgov.org>  
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Date: 03/28/2013 02:10 PM  
Subject: Time sensitive

---

Mr. Mendez

I'm writing to request to see if we could help our BOT participant [REDACTED] apply for I-9 document in his

home country it is going to cost about \$100 American money. Is there way that we can possibly assist him. We will have to give him a check payable to him in order to send the money to Honduras. We can provide us with proof of sending the money back home. I look forward to your respond.

Joanna Hernandez | Criminal Justice & Reentry Manager | People Services | (415)575-2190 Fax( 415)575-2170

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**Miller, Katherine (DAT)**

---

**From:** Liz Tarchi  
**Sent:** Wednesday, February 13, 2013 10:23 AM  
**To:** SFDA-All Attorneys/DA/sfgov  
**Subject:** Save the date for Back on Track Graduation in May  
**Attachments:** Save the date for BOT PDF.pdf

Dear Colleagues:

Please see PDF flyer/letter regarding the Back on Track Graduation to be held Thursday, May 16 at the African American Art and Culture Complex.

As you all are aware, the Back on Track guidelines were expanded effective January 2013 to include second track for other economically driven crimes beyond drug sales. That is, nonviolent, nonserious offenses that are economically driven such as 459 2nd, 10851 VC, 666 PC. Of course restitution and DEJ's are part of the equation in our restorative justice model.

Join the office in celebrating those participants who have successfully completed the Back on Track program. If you have questions regarding the new guidelines, or Back on Track eligibility, please see Greg Mendez, our BOT ADA, or me. Always happy to answer questions.

Liz

*(See attached file: Save the date for BOT PDF.pdf)*

Elizabeth Aguilar Tarchi  
Assistant District Attorney  
Office of the San Francisco District Attorney  
Hall Of Justice  
850 Bryant Street  
San Francisco, CA 94103  
Tel: (415)553-1087  
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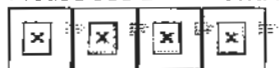


## Miller, Katherine (DAT)

---

**From:** Joanna Hernandez  
**Sent:** Tuesday, February 05, 2013 12:45 PM  
**To:** 'katherine.miller@sfgov.org'; 'Liz.Tarchi@sfgov.org'; 'Gregory.Mendez@sfgov.org'  
**Subject:** Job description for your review and approval  
**Attachments:** Graduate Services Contractor Job Description 2011.docx

Please see attach and let me know if we can move forward with this.



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**Miller, Katherine (DAT)**

---

**From:** Liz Tarchi  
**Sent:** Monday, February 04, 2013 1:19 PM  
**To:** Joanna Hernandez  
**Cc:** Katherine Miller; Maria McKee  
**Subject:** Updated BOT Referral form (bilingual) and updated "Participant Program Agreement Form" (double sided  
**Attachments:** BOT Participant Program agreement form (2 sides)FINAL 2.4.13.docx; BOT initial referral bilingual final 2.4.13.doc

Hello Joanna:

Attached please find the revised BOT Referral Form and the Participant Program Agreement Form.

Please review carefully for any missed typos or incorrect language. I did review several times, but having another look over is not a problem.

If they are approved, then you may use them immediately.

Liz

*(See attached file: BOT initial referral bilingual final 2.4.13.doc)(See attached file: BOT Participant Program agreement form (2 sides)FINAL 2.4.13.docx)*

Elizabeth Aguilar Tarchi  
Assistant District Attorney  
Office of the San Francisco District Attorney  
Hall Of Justice  
850 Bryant Street  
San Francisco, CA 94103  
Tel: (415)553-1087  
FAX: (415) 575-8815

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**Miller, Katherine (DAT)**

---

**From:** Liz Tarchi  
**Sent:** Friday, February 01, 2013 12:13 PM  
**To:** Joanna Hernandez  
**Cc:** 'Gregory.Mendez@sfgov.org'; 'katherine.miller@sfgov.org'; Megan Kenny; 'Maria McKee'  
**Subject:** RE: BOT Monthly report/stats

Joanna:

Monthly reports with all the information on an excel sheet and sending them by the first week the month, for the preceding month's stats is perfect.

I look forward to Megan's monthly reports which I will of course maintain in our database.

Thank you for your patience. I just learned that Ranon Ross is not returning until April, and our grant person is on maternity leave, and I must comply with our DA's request for stats from each team in our office.


Take care and have a great weekend,

Liz

Elizabeth Aguilar Tarchi  
Assistant District Attorney  
Office of the San Francisco District Attorney  
Hall Of Justice  
850 Bryant Street  
San Francisco, CA 94103  
Tel: (415)553-1087  
FAX: (415) 575-8815

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 Joanna Hernandez ---02/01/2013 12:05:53 PM---Hello Liz, Marie-Claire will send you the stats every 1st of the month, If that's okay with you. If

From: Joanna Hernandez <JHernandez@sfgoodwill.org>  
To: "Liz.Tarchi@sfgov.org" <Liz.Tarchi@sfgov.org>  
Cc: "Gregory.Mendez@sfgov.org" <Gregory.Mendez@sfgov.org>, "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>, 'Maria McKee' <MMcKee@sftc.org>, Megan Kenny <mkenny@sfgoodwill.org>

Date: 02/01/2013 12:05 PM  
Subject: RE: BOT Monthly report/stats

---

Hello Liz,

Marie-Claire will send you the stats every 1st of the month, If that's okay with you. If you need it weekly just let us know. In regards to BOT monthly report Megan will send that out next week. Please let me know if you have any other questions. Megan is in charge of all reports and grant information, I have added her to this email.

Have a blessed day,  
Joanna Hernandez

-----Original Message-----

From: Liz.Tarchi@sfgov.org [mailto:Liz.Tarchi@sfgov.org]  
Sent: Friday, February 01, 2013 11:05 AM  
To: Joanna Hernandez  
Cc: Gregory.Mendez@sfgov.org; katherine.miller@sfgov.org; Maria McKee  
Subject: BOT Monthly report/stats

Hello Joanna:

When will we receive your monthly BOT report for January 2013? Would you please incorporate what we discussed via emails re: other fields your office could capture and add to the monthly report, that is:

Number of cases/Defendants referred to BOT each month (can you specify charges? ) Cases accepted : types of charges (e.g. 11352, 10851, 666) Entered DEJ DEJ not required Terminated Unsuitable Ineligible

This is data that you were able to send us for the Calendar year January to December 2012. However, my office is requested monthly stats from their teams, and if these fields could be included in your monthly report, it would be most helpful.

Knowing the charges that came into the court and whether there was a DEJ, etc. is important, particularly with the expanded criteria.

Greg Mendez has a rough draft of additional criteria that he will discuss with you that he proposes collecting. However, I asked him to confer with you as your shop may already be collecting the same data. We certainly don't want duplication of work.

Thank you so much,

Liz

Elizabeth Aguilar Tarchi  
Assistant District Attorney  
Office of the San Francisco District Attorney Hall Of Justice  
850 Bryant Street  
San Francisco, CA 94103  
Tel: (415) 553-1087  
FAX: (415) 575-8815

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**From:** Marie-Claire Balea  
**Sent:** Friday, February 01, 2013 11:30 AM  
**To:** Gregory.Mendez@sfgov.org; katherine.miller@sfgov.org; MMcKee@sftc.org; Liz.Tarchi@sfgov.org  
**Cc:** Joanna Hernandez  
**Subject:** BOT Monthly Report/Stats  
**Attachments:** BOT Monthly Report.Stats.xlsx

Hello all,

Below you will find all the referrals made by your office. In the future would you like for me to paste the information below or would you prefer an attached excel spreadsheet? Or perhaps both? Please let know you. Have a wonderful weekend. Again, thank you.

Respectfully,

**Marie-Claire Balea** | Employment Specialist | People Services | Phone: (415) 575-4521 | Fax: (415) 575-2170

## Potential Referrals Made by the District Attorney's Office

[illegible]

## Miller, Katherine (DAT)

---

**From:** Liz Tarchi  
**Sent:** Thursday, January 31, 2013 11:18 AM  
**To:** Joanna Hernandez  
**Cc:** 'Gregory.Mendez@sfgov.org'; 'katherine.miller@sfgov.org'; 'Luis.Aroche@sfgov.org'  
**Subject:** Re: BOT Forms that you say need revising ASAP  
**Attachments:** Program agreement form (2 sides).doc; initial referral to BOT.doc


Re the forms below, I will work with Greg on this immediately.

Liz

Elizabeth Aguilar Tarchi  
Assistant District Attorney  
Office of the San Francisco District Attorney  
Hall Of Justice  
850 Bryant Street  
San Francisco, CA 94103  
Tel: (415)553-1087  
FAX: (415) 575-8815

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 Joanna Hernandez ---01/31/2013 11:04:12 AM---Hello team, The following forms need to be revised as soon as possible, with the expansion we do not

From: Joanna Hernandez <JHernandez@sfgoodwill.org>  
To: "Liz.Tarchi@sfgov.org" <Liz.Tarchi@sfgov.org>, "Gregory.Mendez@sfgov.org" <Gregory.Mendez@sfgov.org>, "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>, "Luis.Aroche@sfgov.org" <Luis.Aroche@sfgov.org>  
Date: 01/31/2013 11:04 AM  
Subject: Forms that need to be revised

---

Hello team,

The following forms need to be revised as soon as possible, with the expansion we do not want to lose anyone or have them sign outdated forms. In regards to the referral form, can we please add the lines in yellow?

Referral Date:  
Charges:  
DEJ Required:  
Defendants Attorney's Name:  
Referring District Attorney Name:  
Case Number:  
Next Court Date:  
Department Number:

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## Miller, Katherine (DAT)

---

**From:** Joanna Hernandez  
**Sent:** Thursday, January 31, 2013 11:04 AM  
**To:** 'Liz.Tarchi@sfgov.org'; 'Gregory.Mendez@sfgov.org'; 'katherine.miller@sfgov.org'; 'Luis.Aroche@sfgov.org'  
**Subject:** Forms that need to be revised  
**Attachments:** initial referral to BOT.doc; Program agreement form (2 sides).doc

Hello team,

The following forms need to be revised as soon as possible, with the expansion we do not want to lose anyone or have them sign outdated forms. In regards to the referral form, can we please add the lines in yellow?

Referral Date:  
Charges:  
DEJ Required:  
Defendants Attorney's Name:  
Referring District Attorney Name:  
Case Number:  
Next Court Date:  
Department Number:



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**Miller, Katherine (DAT)**

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**From:** David Walker  
**Sent:** Wednesday, January 30, 2013 9:28 AM  
**To:** katherine.miller@sfgov.org  
**Cc:** Joanna Hernandez  
**Subject:** Info for BOT progress report  
**Attachments:** The Back on Track Progress Report January 2013.docx

Hi Katy,

I hope you are doing well  
We have attached the BOT progress report for your review and distribution.

Take care,  
David

---

**DAVID L. WALKER** | Director – Participant Services | People Services | (415) 575-2118

**From:** <katherine.miller@sfgov.org>  
**Date:** January 29, 2013, 11:17:29 AM PST  
**To:** Joanna Hernandez <JHernandez@sfgoodwill.org>  
**Subject:** RE: Info for BOT progress report

Thanks Joanna, I need to submit by tomorrow morning.

Katherine Weinstein Miller  
Director of Policy & Managing Attorney, Neighborhood  
Prosecutors/Neighborhood Courts  
Office of San Francisco District Attorney George Gascón  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 575-8815

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**From:** Joanna Hernandez <JHernandez@sfgoodwill.org>  
**To:** "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>  
**Date:** 01/28/2013 09:09 AM  
**Subject:** RE: Info for BOT progress report

Okay I will work on something

-----Original Message-----

From: [katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org) [mailto:[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)]

Sent: Friday, January 25, 2013 5:20 PM

To: Joanna Hernandez

Subject: Info for BOT progress report

Hi Joanna,

For the DOJ progress report (due next Wed, Jan 30), can you give me a paragraph describing the ways that you guys are working with graduates, as well as any replication work you've been engaged in (e.g. Philadelphia, reaching out to other California jurisdictions etc) in the past 6 months?

Thanks!

Katy

Katherine Weinstein Miller

Director of Policy & Managing Attorney, Neighborhood

Prosecutors/Neighborhood Courts Office of San Francisco District Attorney

George Gascón

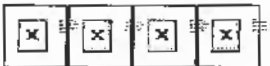
850 Bryant Street, Room 322

San Francisco, CA 94103

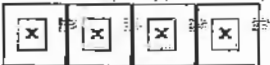
P: (415) 553-1110

F: (415) 575-8815

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